



Board of Trustees Meeting Minutes

9:00 A.M.

ZOOM Video Conference
With Trustees being on Campus

June 16, 2020

CALL TO ORDER

Chair Smyser called the virtual meeting to order at 9:00 am

PLEDGE OF ALLEGIANCE

AMENDMENTS TO AGENDA-NONE

ATTENDANCE

TRUSTEES:

Skip Smyser, Chair
Mark Dunham, Vice Chair
Mary Niland, Secretary
Molly Lentz, Trustee
Annie Hightower, Trustee

ALSO PRESENT:

Dr. Bert Glandon, President
Craig Brown, Executive Vice President, Operations
Mark Browning, Vice President, College Relations
Lillian Talley, Vice President, Human Resources
Denise Aberle-Cannata, Provost
Cheryl Wright, Interim Vice President, Finance and Administration
Steve Berenter, General Counsel
Andrea Fontaine, Associate General Counsel
Ross Hosking, Sr. Specialist, Multimedia Tech
Judd Constantine, Multimedia Coordinator III
Morriah Marks, Executive Assistant
Janice McGehee, Executive Assistant to the President
Ashley Smith, Communications Representative III, Communications & Marketing
Audrey Eldridge, Director, Communications & Marketing
Kae Jensen, Dean, Math & Science
Alexis Malepeai Executive Director, Institutional Effectiveness
Stephanie Ritchie Breach, Faculty Senate President
Kelly Steely, Dean, Business, Communication, & Technology
Justin Vance, Dean of Arts and Humanities
Terah Crews, Senior Partner, Entangled Solutions
Sara Beth Hoffman, Engagement Manager, Entangled Solutions

Ryan Herring, Director Human Resources
Courtney Santillan, Dean of Social Science & Public Affairs
Christi Gilchrist, Assistant Vice President Economic Development
Cathleen Currie, Dean of Health
Pat Neal, Dean of Industry, Engineering & Trades
Michael Chacon, Chief Information Officer
Mary Jo Hayes, Interim Comptroller
La Dawn Anderst, CWI Foundation Operations and Data Base Coordinator
Phil Varrick, Budget Manager
John Russ, Assistant Director Job Corps
Connie Miller, President and CEO Icon Credit Union, CWI Foundation Board
Ben Chaney, Senior Vice President First Interstate Bank, CWI Foundation Board

CALL FOR PUBLIC COMMENT- NONE

CWI MISSION STATEMENT

Chair Smyser read the CWI Mission Statement.

The College of Western Idaho expands learning and life opportunities, encourages individual advancement, contributes to Idaho's economic growth, strengthens community prosperity, and develops leaders.

CONSENT AGENDA

**(M/S) TRUSTEES NILAND/LENTY MOVED TO APPROVE THE CONSENT AGENDA.
MOTION PASSED.**

BOARD COMMITTEE REPORTS

- **FOUNDATION**

- Trustee Lenty reported there was a short video conference Foundation Board meeting last week.
- Vice President Browning updated the group on the latest **scholarship giving**.
 - July 1, 2019 – March 2020 Scholarships awarded totaled \$242,000.
 - Second round of awards will be 227 scholarships for a total of \$248,000 to be disbursed in August.
 - The Foundation has received \$495,600 in donations. This number includes some very notable gifts from the Eugene Anderson Trust, the Idaho Community Foundation, Micron and Wells Fargo as well as the CWI Steelheads Fundraising Event.
 - Recent in-kind donations include;
 - A semi-tractor truck from Fed-Ex.
 - A Gantry crane from Micron

- A Pick and Play surface mount machine from the Dick Campbell Company

Grab Fest is coming up later this week and the Foundation is providing a license plate frame to be included in the Keepsake box.

Opening Doors is tentatively scheduled for October.

The **next Foundation meeting** is set for September 3, 2020.

Trustee Hightower asked if there was a role for the Trustees if attending Grab Fest outside of cheering for and encouraging them. Vice President Browning responded that it would be great to have the Trustees there in support and their role would be to help hand out the Keepsake boxes and cheer on the 2020 Graduates.

- **COMMUNITY OUTREACH**

- Trustee Dunham asked Vice President Browning about the information in the Legislative packet from State Board of Education (SBOE) about training and expectations for local Board of Trustees. What exactly does this mean? Vice President Browning responded that this came up in idea only in the SBOE meeting. Vice President Browning will reach out to Matt Freeman, Executive Director of SBOE, to see what his ideas are on Board training and how this might encompass us.
- Vice President Browning reported that Community Engagement has taken on a different look over the past few months and certainly has not diminished at all. One significant area is in the summer enrollment numbers have gone from a 30% plus gap to less than 5% plus for summer and fall enrollment.

Successful digital marketing campaigns currently running:

- Search engine marketing campaign
- Fall Apply and Fall Register
- Scholarships
- Career Technical and program exploration events
- Virtual Recruitment events
- Over the last 30 days with so many different digital campaigns running, there have been 5.5 million impressions, which translates to just over 41,000 clicks and, there have been 44,000 views of different videos. The total expenditure (not including person-hours) is just under \$8,000.

- **POLICY**

- Trustee Hightower read aloud and reviewed Section 6 of the Governance Policies. Trustee Hightower stated, this section covers Student Success through effective instruction, but what it does not cover is the non-instructional services which are important for student success. Trustee Hightower suggested the Board look at making an amendment to this policy in the future to make it broader.

- **FINANCE COMMITTEE**

- Trustee Niland reported the Finance Committee met on June 12, 2020 with a very good turnout. The Finance Committee was impressed with the progress Lillian and her team has made in the Vice President Finance selection process. There were approximately 36 resumes received and the Selection Committee will continue to pair these down through a ranking process.
- Interim Vice President Cheryl Wright stated Chris Blackwood with PFM is a Financial Advisor who has historically presented to the Board quarterly and usually in the fall. Is this something the Board would like to see happen in the future or possibly the Trustees want to think about for future meetings?
- Trustee Dunham asked Interim Vice President Wright about the Financial Dashboard which is normally included with the Financials, but was not included this month. Interim Vice President Wright thanked Trustee Dunham and explained there was a glitch with the report, and there was not time to rectify it for inclusion in the packets. However, it is complete now and will be sent to the Board of Trustees.
- Interim Vice President Wright noted the Finance Committee Minutes from the March 13 meeting were included in their packets as an informational item only. Normally the minutes are approved at the following meeting, so there will be a little lag time, but will be included in the Trustee packets once they are approved.

FINANCIALS

- Interim Vice President Wright reviewed the May Financials.
- Interim Vice President Wright explained Covid-19 related grants including the CARES Act part B (Coronavirus Aid, Relief, and Economic Security Act). CWI has been approved for assistance from the Federal Government/Department of Education to help with expenses that have already incurred. This money has very tight parameters and must be for expenses which directly affect instruction and/or students. It was recommended by Interim Vice President Wright that a special BOT Meeting be held before the end of June for Board approval to recoup some of the expenses directly related to the COVID-19 pandemic thru this grant as well as other CARES Act related grants.
- Trustee Lenty asked about the multi-year software contracts and if this is something the Community College Consortium has looked at to possibly maximize purchasing power in the future. Is this being discussed in the Consortium meetings? President Glandon stated even before COVID-19 this was a discussion item, but now it is being discussed more intensely. There have been serious conversations lately with the new President at College of Southern Idaho (CSI), as their contract is coming due and they are interested in collaborating with CWI on this. Conversations are taking place with not only the four Community Colleges but with the Universities as well.

- Trustee Lenty asked, what is the practice between having the conversations and signing contracts? President Glandon stated once the Community College boards work through the implementation and academic challenges, and if feasible, the boards would be presented with a proposal.
- Trustee Lenty asked if before we enter into these large software contracts, have we consulted with the other Community Colleges to see if there is any cost sharing that could take place. Interim Vice President Wright stated there are ongoing conversations. However, in the past there have been examples of state contracts coming back that would provide a cost savings to CSI, however it would cost CWI more, as well as, the loss of some flexibility. Accordingly, it does not always make sense to bundle into one large contract.
- Interim Vice President Wright reviewed the second reading of the Fiscal Year 21 Budget, addressing changes to the revised Budget from the first reading.
- President Glandon reminded the group of the difficulty for the Finance Department lies in the fact there has never been a guarantee that we would get this grant money. Very difficult to put together specific plans not knowing for sure if the grant funds will be there. Trustee Niland stated that Witco also received money from the CARES Act, but regardless of why you got it and what your services were, it is very confusing and very difficult to get answers.
- Trustee Dunham asked about not taking our 3% annual increase which includes property taxes, new construction and annexation. The total is approximately \$277,000. There has been a lot of taxpayer angst about this. Boise City has decided not to take their 2%. Trustee Dunham raised for consideration that possibly this is something we should forego this year.
- Interim Vice President Wright noted a concern by doing this it could affect us for more than just this year. Interim Vice President Wright does not know of any other funding we are getting through the state and is not up to speed regarding legislative changes to Foregone Funds. CWI currently does not have any foregone funds.
- Chair Smyser said Trustee Dunham brings up a good point on local cities and counties not taking their 2%, but the reason they are doing this is they are given additional funding to offset. Interim Vice President Wright noted that she does not know of any other funding that we are getting through the state and grant funds are not ongoing but one time only. Vice President Browning stated the Municipalities and Counties are getting a share of some of the COVID-19 money, which is being routed back through property tax relief. Community Colleges are not included in that money. The COVID-19 money we are getting for relief is primarily directed back towards students.
- Trustee Niland said it does not seem to be an issue with the taxpayers and we should move forward.

- Trustee Niland mentioned she ran into Bob Van Arnhem the other day and he is requesting to be added to the meeting notifications list, as he had been in the past. Cheryl will send Bob's email address to Janice.

(M/S) TRUSTEES NILAND/HIGHTOWER MOVED TO APPROVE THE FY21 BUDGET AS PRESENTED. MOTION PASSED.

- Interim Vice President Wright asked what the pleasure of the Board is regarding having the information on the Grants now or during a special meeting. Chairman Smyser asked Interim Vice President Wright to send the information out to the Board for their review.

CERTIFICATE OF PARTICIPATION (COP) RESOLUTION

- Interim Comptroller Mary Jo Hayes presented a request for Board approval of the Resolution for the budget appropriation of the renewal of the lease, related to the Certificate of Participation. This approval is part of the annual compliance documents for US Bank.
- Chairman Smyser asked for further clarification of this Resolution. Interim Comptroller Hayes stated the Board is approving the appropriation of \$1.1 million for the lease payment related to the Certificate of Participation for the coming year.
- Trustee Hightower asked what lease this is in relation to. Interim Comptroller Hayes responded this is for the Aspen Building Complex, which was purchased with the Certificate of Participation funding.

(M/S) TRUSTEES DUNHAM/LENTY MOVED TO APPROVE THE PROPOSED CERTIFICATE OF PARTICIPATION RESOLUTION AS PRESENTED. MOTION PASSED.

CERTIFICATE OF PARTICIPATION (COP) NOTICE OF RENEWAL

- Interim Comptroller Hayes presented the COP Notice of Renewal. This is the official renewal of the Lease Agreement for the coming year for the period beginning July 1, 2020 through June 30, 2021.

(M/S) TRUSTEES HIGHTOWER/DUNHAM MOVED TO APPROVE THE PROPOSED CERTIFICATE OF PARTICIPATION NOTICE OF RENEWAL AS PRESENTED. MOTION PASSED.

PROVOST REPORT

- Provost Denise Aberle-Cannata updated the Trustees on the fall 2020 Operational Plan. CWI will resume offering face-to-face courses in the fall while ensuring the institution is following all social distancing guidelines and disinfecting protocols.
 - Trustee Hightower asked if CWI is providing masks to those students who do not have them. Provost Aberle-Cannata stated masks are required of the students,

however extra masks will be made available in the event someone does not have one.

- Trustee Hightower asked how are high-risk faculty being identified. Provost Aberle-Cannata stated we are following the same protocol, which is they identify themselves by going to their supervisor and letting them know, and then they work from there through HR. The plan is to let them self-select and then follow our normal HR protocol from there.
 - Trustee Lenty inquired how estimating 60% of the maximum capacity of the room for the enrollment per course will actually work. Provost Aberle-Cannata explained the numbers were reduced based on the historical documentation. Sixty percent was our first best guess, but after walking the facilities and taking into account social distancing, the use of masks and gloves and using plex-glass where appropriate, this has been increased to eighty percent in some classrooms.
 - Trustee Lenty thanked Provost Aberle-Cannata and her Team for all of the hard work that has gone into this. Trustee Lenty asked if any peer institutions have considered an A-day/B-day schedule. Provost Aberle-Cannata stated it has been considered, and we will institute that sort of scheduling for some of the hybrid offerings. Provost Aberle-Cannata noted she meets with the other Provosts every Thursday to discuss these types of scenarios. CWI is a little more challenging as enrollments are up for spring and summer and are tracking to be potentially up for the fall.
- **Idaho Job Corps Update**
 - John Russ, Assistant Director Operations with the Idaho Job Corps gave an update.

ENTANGLED SOLUTIONS

- Sara Beth Hoffman, Engagement Manager, Entangled Solutions filled in for Terah Crews. Sara Beth updated the Board on the progress being made in Phases 1 and 2.
 - Phase 1: Virtual Talkback Town Hall Sessions
 - 3 Virtual Sessions
 - 176 CWI Community members participated live
 - Overview of Phase 2 Deliverable at the July 21 BOT Meeting
 - Phase 3: 2-day Board Retreat (currently rescheduling)
 - Phase 4: The Playbook which will be developed at the Board Retreat
 - Phase 5: On-going Board support and monthly meeting attendance.
- Trustee Lenty asked if Sara Beth could confirm how much time will need to be allotted for the July Board of Trustees presentation. Sara Beth responded they will need at least 1 hour. They could use more if possible, but want to be respectful of the Board's time.

CHAIRMAN'S REPORT

Chairman Smyser thanked everyone for the excellent work done over these last few months during these very trying times. He noted his and the other Trustees appreciation for everyone's high level of performance and there will be ongoing challenges with COVID-19 as we have spikes and setbacks.

Chairman Smyser commented on the recent observances of the Black Lives Matter movement as well as the Supreme Court ruling recognizing and giving rights to the Gay Community. He noted it is imperative for CWI to be a beacon of light in what could be a very dark time in this world and the need to be leaders in making sure everyone associated with CWI feels comfortable, welcomed and safe. Chairman Smyser requested General Counsel, Steve Berenter review the recent Supreme Court case to make sure all of CWI Policies are consistent with the ruling.

PRESIDENT'S REPORT

President Glandon gave an update of the following events and announcements:

- Vice President Finance Position Update – President Glandon reviewed the Selection Committee Timeline.
- REMINDER: Grab Fest Tomorrow and Thursday at Nampa Campus Micron Education Center.
 - Tomorrow, Wednesday, from 3 – 6 p.m.
 - Thursday, from 10 a.m. – 1 p.m.

Trustee Lentz asked if there is a way in the future to track which Trustees are attending which events and communicating that information to them. This would ensure events of significance are attended by Trustees. Trustee Lentz asked also that we include any actionable items for them.

- Virtual Commencement will go live on Friday and Janice will send you the link once it is published.
- Brand Survey – an email for the brand survey was sent to vote on new logo ideas and color palettes.

EXECUTIVE SESSION

**(M/S) TRUSTEES HIGHTOWER/NILAND MOVED PURSUANT TO IDAHO CODE § 74-206 (1) (b),
CONVENE IN EXECUTIVE SESSION:**

(b) To consider the evaluation, dismissal, or disciplining of, or to hear complaints or charges brought against, a public officer, employee, staff member, individual agent or public-school student;


ROLL CALL:

- CHAIR SMYSER – AYE
- TRUSTEE DUNHAM – AYE
- TRUSTEE NILAND – AYE
- TRUSTEE LENTY – AYE
- TRUSTEE HIGHTOWER – AYE

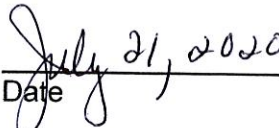
MOTION PASSED.

CHAIR SMYSER CALLED FOR THE MEETING TO ADJOURN.

MEETING ADJOURNED AT 2:11 PM



Mary Niland, Secretary



Date